



**Purchasing Service Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 33
AGENDA DATE: Thu 04/28/2005
PAGE: 1 of 2**

SUBJECT: Authorize execution of a 12-month service agreement with SILVER & ASSOCIATES, Inc., (MBE/MB), Houston, TX, STAFF SEARCH, Austin, TX, and EVINS PERSONNEL, Austin, TX, for temporary medical support staff in an amount not to exceed \$264,000, with three 12-month extension options not to exceed \$264,000 per extension option, for a combined total agreement amount not to exceed \$1,056,000.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$110,000 is available in the Fiscal Year 2004-2005 Approved Operating Budget for the Community Care Services Department. Funding for the remaining seven months of the original contract period and extension options is contingent upon available funding in future budgets.

FISCAL NOTE: There is no unanticipated fiscal impact. A fiscal note is not required.

REQUESTING Purchasing
DEPARTMENT:for Community Care
Services;

**DIRECTOR'S
AUTHORIZATION:** Vickie Schubert

FOR MORE INFORMATION CONTACT: Corliss Miller, Buyer II/972-4017

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Low bids of five bids received.

MBE / WBE: This contract will be awarded in compliance with Chapter 2-9 of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This service agreement with three temporary staffing placement agencies will provide temporary medical staff to Community Care Services Department (CCSD) clinics at various locations.

The CCSD department currently operates twelve clinics in the Austin area to serve its patient population and sees an average of approximately 10,000 patients per month. CCSD may require coverage at any of those clinic locations to mitigate reduction in production and patient flow.

This agreement is necessary due to shortage of regular staff. In order to prevent interruption of service at the CCSD clinics, CCSD will use the temporary medical support staff provided by these temporary staffing agencies to address the personnel shortages created by vacant positions, annual leave and other scheduled/unscheduled absences.

The temporary medical support staff includes: Administrative Associates who will act as clinic clerks in greeting and directing patients, answering multi-line telephones, and maintaining medical records. The Patient Account Representatives will perform tasks such as verification of clinic patients' insurance coverage and the collection of third-party insurance. The Medical Assistants will perform selected clinical duties that are under the delegation of the Physician, Nurse Practitioner and RN such as setting up exam or procedure rooms, preparing patients for examination and treatment, and assisting with procedures utilizing aseptic techniques and performing limited diagnostic testing.

RCA Serial#: 8237 Date: 04/28/05 Original: Yes

Published:

Disposition:

Adjusted version published:



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MBE/WBE Sent: 1/2

MBE/WBE Bid: 1/0

**BID TABULATION
TEMPORARY MEDICAL SUPPORT STAFF
IFB NO. CO05300024**

<u>Vendor Name</u>	<u>Medical Asst</u>	<u>Patient Acct Rep</u>	<u>Admin Assoc</u>
Silver & Assoc (MBE/MB) Houston, TX	\$15.10	\$15.25	12.75
Staff Search Austin, TX	\$15.95	\$16.75	\$15.25
Evins Personnel Austin, TX	\$17.30	\$18.65	\$17.30
Maxim Healthcare Austin, TX	\$22.00	\$22.00	\$22.00
EMStaff/EuroSoft Austin, TX	\$13.02*	\$13.02*	\$13.02*

*Bid did not meet minimum specification of 5 years of recent, relevant experience as required by the solicitation.

PRICE ANALYSIS

- a) Adequate competition.
- b) Twelve solicitations were issued including one MBE and two WBEs. Five bids were received including one MBE, with no WBE responding.
- c) The new pricing represents a 12.8% increase to the last contract. This can be attributed to rising costs in overall labor throughout the medical industry.

APPROVAL JUSTIFICATION

- a) Low bidders.
- b) The Community Care Services Department concurs with the recommended award.
- c) Advertised in the Austin American-Statesman and on the City web site.